



LOS ANGELES COUNTY

WIA YOUTH PROGRAM BULLETIN

NUMBER: YTH00-7

SUBJECT: REVISED JTPA AND WIA BUDGET
FORMS

DATE: 8-28-00

EFFECTIVE DATE: IMMEDIATELY

PAGE 1

****FOR YOUR IMMEDIATE ATTENTION****

TO: ALL WIA YOUTH PROGRAM SERVICE PROVIDERS

GOOD NEWS– The Required Budget Pages have been Reduced to ONE!

The purpose of this bulletin is to advise all WIA Youth service providers that there is a new and revised budget form for JTPA and WIA. WIA Youth Program Bulletins, numbered YTH-01 and YTH-02, will be superseded in part by this Bulletin as follows:

- 1) The JTPA and WIA budget pages are to be replaced by the revised JTPA and WIA Budget Summary Form which condenses all the line item cost categories and eliminates the need for job descriptions.
- 2) The new budget pages for JTPA and WIA consist of only a one page budget summary which must be submitted with the contract. All budget information must be reported on the new budget form for the appropriate programs.

All WIA service providers are reminded that it is their duty to establish and maintain on a current basis an adequate accounting system in accordance with generally accepted accounting principles and standards. In addition, all service providers should maintain their accounting system on an accrual basis of accounting.

WIA service providers must also adhere to strict fiscal and accounting standards and should comply with Title 29 Code of Federal Regulations (CFR) Part 97-Uniform Administrative Requirements for State and Local Governments, the Cost Principles of the Federal Office of Management and Budget (OMB) circular A-21 for educational institutions, OMB Circular A-87 for state, local and Indian tribe governments, OMB Circular A-122 for non-profit organizations, OMB Circular A-102 for grants and cooperative contracts with state and local agencies, and OMB Circular A-110 for uniform administrative requirements for grants and contracts with institutions of higher education, hospitals, and other non-profit organizations.

If you have any questions, please contact Walter Bogaardt at (213) 738-4003.

A handwritten signature in black ink, appearing to read "Kenneth Kessler", is written over a horizontal line.

KENNETH KESSLER, DIRECTOR
WORKFORCE INVESTMENT PROGRAMS

Attachments

**LOS ANGELES COUNTY
COMMUNITY AND SENIOR SERVICES**

JTPA BUDGET SUMMARY

JUNE 1-JUNE 30,2000

LINE ITEMS EXPENDITURES	ADMINISTRATIVE COSTS	PROGRAM COSTS
PERSONNEL COSTS		
Staff Salaries, Wages, and Fringe Benefits		
Sub-Total Personnel Costs		
NON-PERSONNEL COSTS		
Facility Costs (rent, utilities, maintenance, etc.)		
Equipment		
Insurance (Liability, Facility)		
Other (Specify)		
Sub-Total Non-Personnel Costs		
PARTICIPANT COSTS		
Participant Salaries, Wages, and Fringe Benefits		
Supportive Services		
Sub-Total Participant Costs		
SUBCONTRACTOR COSTS		
Sub-Total Subcontractor Costs		
TOTAL COSTS		

ENROLLMENTS	Participants	Slot Costs

**LOS ANGELES COUNTY
COMMUNITY AND SENIOR SERVICES**

WIA BUDGET SUMMARY

LINE ITEMS EXPENDITURES	In-School Costs	Out-of-School Costs
	Program Costs	Program Costs (min. 30% of funding)
PERSONNEL COSTS		
Staff Salaries, Wages, and Fringe Benefits		
Sub-Total Personnel Costs		
NON-PERSONNEL COSTS		
Facility Costs (rent, utilities, maintenance, etc.)		
Equipment		
Insurance (Liability, Facility)		
Other (Specify)		
Sub-Total Non-Personnel Costs		
PARTICIPANT COSTS		
Participant Salaries, Wages, and Fringe Benefits		
OJT/Tuition/Voucher		
Stipends/Incentives/Bonus		
Supportive Services		
Sub-Total Participant Costs		
SUBCONTRACTOR COSTS		
Sub-Total Subcontractor Costs		
TOTAL COSTS		

ENROLLMENTS	Participants	Slot Costs
TRACK A		
TRACK B		
TRACK C		